

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, March 16, 2011
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Barton, Bush, Clemens, Elford, Garner, Inglee, Lipson

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

Meeting of January 19, 2011

5. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

- a. Discussion on the job specification revisions for the position of **Water Distribution Maintenance Crewleader** in the Public Works Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revisions for the position of **Water Distribution Maintenance Crewleader** in the Public Works Department amending the City's Classification Plan.

6. PERSONNEL COMMISSION AGENDA PROTOCOLS

Recommended Action:

Review the City of Huntington Beach Personnel Commission Agenda (proposed) Protocols and modify or adopt as presented.

7. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair

8. LABOR RELATIONS UPDATE

9. SECRETARY'S REPORT

Position Vacancy Report

10. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

11. INFORMATION ITEMS

Grievance Report – March 2011

12. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of April 20, 2011.

ITEM # 4

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
1/19/11

Pending approval by Personnel Commission at the meeting on 2/16/11
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Vice-chairperson Garner called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Bush, Clemens, Garner, Inglee, and Lipson
Commissioners absent: Barton, Elford
Others Present: Michele Carr, Director of Human Resources
Jennifer McGrath, City Attorney
JoAnn Diaz, Principal Human Resources Analyst
Sandy Henderson, Administrative Aide
Ken Small, Chief of Police
Russell Reinhart, Police Lieutenant

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Bush and seconded by Commissioner Inglee to approve the minutes for the November 29, 2010 meeting (passed 5:0:2).

A motion was made by Commissioner Bush and seconded by Commissioner Inglee to approve the minutes for the December 15, 2010 meeting (passed 5:0:2).

PUBLIC HEARING

None

ELECTION OF COMMISSION CHAIR AND VICE-CHAIR

5. Conduct election for Commission Chair and Vice-Chair for the term of February 1, 2011 through June 30, 2011 and motion to approve election results.

Discussion ensued regarding scheduling annual elections. Elections of officers have been postponed since June 2010 due to meeting cancellations and postponement requests from Commissioners. It was suggested that a meeting should be scheduled to hold the elections whether or not there are other business items or absent Commissioners.

A motion was made by Commissioner Inglee and seconded by Commissioner Bush to schedule an annual election of officers in June provided there is a quorum (passed 5:0:2).

MINUTES
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OVERVIEW OF POBAR AND POLICE OFFICER DISCIPLINE

Ken Small, Chief of Police, thanked the Commission for allowing him and his staff to explain some of the issues related to the Police Officers' Bill of Rights.

Chief Small introduced Captain Dave Bunetta of the Uniform Division, Captain Bill Stuart of the Investigation Division, and Captain Chuck Thomas with the Administrative Operations Divisions. He also introduced Officer Jeff Huss, President of the Police Officers' Association and member of the Huntington Beach Police Department who was present in the audience. Chief Small then introduced Executive Officer Lt. Russ Reinhart of the Professional Standards Unit.

Lt. Russ Reinhart provided a PowerPoint presentation on the Huntington Beach Police Officers' Bill of Rights. Presentation handouts were provided to the Commission.

OVERVIEW OF THE BROWN ACT

Jennifer McGrath, City Attorney, provided a PowerPoint presentation on Brown Act protocols and violations.

Ms. McGrath reminded the Commissioners that they are required to attend Ethics (AB 1234) training every two years, which also includes information on the Brown Act. She provided a thorough overview including: Brown Act violations; meeting agenda requirements; closed session requirements; and additional resources for further information. She gave many examples and answered all questions raised. She reminded the Commissioners that they can contact her with any questions that arise.

Commissioner Lipson raised concerns regarding legal protection should a claim be brought against them over any decisions they make. Ms. McGrath stated if the Commissioners are acting within their scope of authority, they will be defended by the City Attorney's office. They would be represented by outside counsel if there was a perceived conflict. She clarified legal action cannot be taken against the Commission as a body, only as individuals.

AGENDA PROCEDURE REVIEW

Michele Carr, Director of Human Resources, introduced draft agenda protocols with respect to creating and posting of the Personnel Commission agenda. A handout was provided outlining the purpose, content, review, approval of, and posting of the agenda. Ms. Carr and Ms. McGrath addressed questions concerning the protocols. Ms. Carr will make recommended modifications to the draft and introduce the agenda protocols for final review and adoption at the next meeting.

MINUTES
City of Huntington Beach
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1/19/11

COMMISSION GOALS FOR THE COMING YEAR

A motion was made by Commissioner Garner and seconded by Commissioner Lipson to remove Item #5 from the goals regarding Personnel Commission Orientation which was completed in 2008 (passed 5:0:2).

LABOR RELATIONS UPDATE

Ms. Carr reported the City is not in active labor negotiations; however, budget issues may necessitate additional discussions this year.

SECRETARY'S REPORT

Ms. Carr reported on the Position Vacancy Report stating progress continues in the filling of vacancies primarily through promotional opportunities. She stated the City Treasurer vacancy will be filled by City Council appointment until the next election.

The 2011 Council Liaison list was provided for reference.

INFORMATION ITEMS

None

COMMENTS FROM COMMISSIONERS

The Commissioners expressed their gratitude and praise to staff for the presentations. They appreciated the organization and clarification of the information provided.

ADJOURNMENT

The meeting adjourned at 7:15 PM to the next regularly scheduled meeting of February 16, 2011.

ITEM # 5



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: REVISIONS TO WATER DISTRIBUTION MAINTENANCE CREWLEADER JOB CLASSIFICATION SPECIFICATION
DATE: MARCH 9, 2011

The **Water Distribution Maintenance Crewleader** is a single-position classification within the water distribution job group, represented by the Municipal Employees Association (MEA).

Modifications to the **Water Distribution Maintenance Crewleader** job specification are recommended to **1)** differentiate the experience requirement from that of the Water Distribution Supervisor **2)** revise the type of driver's license needed to operate the equipment required in the course of work and **3)** add to the qualifications the possession of a Water Distribution Operator Grade D4 Certificate as highly desirable. The requested modifications are intended to update the classification to reflect the present hiring standards and are not materially sufficient to change the fundamental nature of the work performed. The current pay grade remains the same.

The existing job classification specification was reviewed by the Public Works and Human Resources Departments. The City and MEA have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Job Class Title:	Water Distribution Maintenance Crewleader
Action:	Update Classification
Affected Employees:	None
Recommendation:	Approve the updated job class specification.

Att: Water Distribution Maintenance Crewleader Job Class Specification

c: Travis Hopkins, Director of Public Works
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WATER DISTRIBUTION MAINTENANCE CREWLEADER

PERSONNEL COMMISSION APPROVAL: ~~APRIL 19, 2006~~ MARCH 16, 2011

COUNCIL APPROVAL:

REVISED

SEPTEMBER 5, 2006

JOB CODE:

0151

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

MEA

FLSA STATUS:

NON-EXEMPT

DUTIES JOB SUMMARY

Under general supervision, oversees the work of crews in the maintenance and repair of the City's water distribution system. functions as a working supervisor, schedules and leads skilled workers in the maintenance of the City's water distribution system; screens and assigns work orders and service requests; determines priorities and monitors completed work; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Water Distribution Supervisor

Supervises: Skilled and non-skilled craft personnel

DISTINGUISHING CHARACTERISTICS

The Water Distribution Maintenance Crewleader is a working supervisor with the responsibility for operating the City's water distribution system maintenance program, Supervising skilled employees engaged in installing and maintaining water mains, valves, fire hydrants, water services, and other appurtenances, locating and marking water mains, shutting down mainlines for maintenance or emergency repairs, servicing hydrants, exercising valves and other maintenance procedures. This position reports to the Water Distribution Supervisor.

EXAMPLES OF ESSENTIAL DUTIES

- Oversees the work of skilled employees engaged in installing and maintaining water mains, valves, fire hydrants, water services, and other appurtenances, locating and

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CLASS SPECIFICATION



TITLE: WATER DISTRIBUTION MAINTENANCE CREWLEADER

marking water mains, shutting down mainlines for maintenance or emergency repairs, servicing hydrants, exercising valves and other maintenance procedures

- Works with leadworkers in delegating work assignments to employees; monitors and follows up on work assignments to resolve problems and assure timely completion of assignments; prepares and maintains records on the status of work in progress and the performance of crews and individual crew members
- Trains employees in skills, proper maintenance techniques and safe work practices; evaluates work, and recommends disciplinary action; conducts performance appraisals
- Performs periodic safety inspections; identifies and corrects safety hazards
- Coordinates with City officials, contractors and other agencies in planning and performing work assignments
- Assists in scheduling and planning the operations of the crews; maintains inspection and repair records
Plans, schedules, select, and requisitions necessary equipment and related supplies.
- Oversees all work in progress to ensure quality, timeliness and safety; schedules and coordinates projects; ~~coordinates work with other departments.~~
- Evaluates work projects to assess staffing, equipment and time requirements; prepares action formats to complete assignments in accordance with directed priorities

Responds to calls for service after regular work hours.

Interviews, trains and motivates employees, assigns and evaluates work, and recommends disciplinary action according to established City procedures; conducts performance appraisals. Supports and actively promotes the City's safety programs; performs periodic safety inspections; identifies and corrects safety hazards.

- Provides input during the budget process and monitors the operating budget for area of responsibility; ~~Maintains inspection and repair records;~~
- Maintains inventory of necessary parts and equipment; ~~selects and requisitions necessary equipment and related supplies~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WATER DISTRIBUTION MAINTENANCE CREWLEADER

- Responds to emergency calls for service on a call-out basis, and works outside of normal business hours, as needed.
- [Performs other related duties as required](#)

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- ~~City and departmental rules, policies and procedures;~~ [Municipal water distribution systems](#)
- [Water maintenance laws, rules, regulations, procedures and techniques including California drinking water regulations and California Department of Public Health \(CDPH\) drinking water program requirements](#)
- ~~tools and Machinery,~~ equipment, [and tools](#) needed to perform water distribution system maintenance and repair work;
- ~~e~~Occupational hazards and safety practices applicable to water distribution system maintenance operations;
- [Traffic safety laws and regulations and proper vehicle operations](#)
- ~~b~~Budgeting and supervisory practices-
- [Equipment safety policies and procedures](#)

Ability to:

- Schedule and prioritize ~~manpower-staffing~~ and project [timelines](#);
- ~~a~~Assign work, monitor and evaluate work progress;
- ~~r~~Research and gather information related to vendors, contractors, equipment and supplies;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WATER DISTRIBUTION MAINTENANCE CREWLEADER

- ~~f~~Resolve day-to-day questions/problems regarding personnel, equipment, materials, methods, and procedures needed to complete projects;
- ~~m~~Maintain accurate records; use hand and power tools; operate personal computer and standard software applications;
- Read and provide input on submitted water plans during review
- ~~e~~Establish and maintain effective interpersonal relations with those contacted in the course of work;
- ~~e~~Communicate effectively, both orally and in writing.
- Respond to emergency situations within a reasonable timeframe

Education: ~~The equivalent of a h~~High school diploma or equivalent.

Experience: Five ~~(5)~~ years ~~of~~ water systems operations experience, including ~~two (2)~~ years of supervisory one year supervisor or leadworker experience.

Certifications/License: ~~Possess and maintain~~Must be able to obtain a valid California ~~motor vehicle operator's~~ Class ~~C-B~~ driver's license within six months of appointment; ~~State of California Department of Public Health Grade III~~ Water Distribution Operator Grade D3 ~~e~~Certificate. Water Distribution Operator Grade D4 ~~e~~Certificate is highly desirable.

NOTE: ~~Water certification requirements are effective January 1, 2007 for City employees in their current position. Candidates, including City employees, placed into a position on or after August 18, 2004 must meet the water certification requirement upon date of promotion or hire.~~

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS –

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, ~~extreme weather conditions, and~~ potentially infectious diseases. Performs moderate to heavy work. There is a frequent need to stand, sit, stoop, walk, climb and balance, work in confined spaces and ability to lift and carry up heavy objects (up to 80 100 pounds), and perform other physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited to hard hats, respirators and/or hearing protective devices. Work is performed outdoors with

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WATER DISTRIBUTION MAINTENANCE CREWLEADER

full exposure to wind, rain, sun, and extreme temperatures. Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Est. April. 2006

Rev. March 2011/jd

ITEM # 6

City of Huntington Beach Personnel Commission Agenda Protocols

Introduction

The City of Huntington Beach Personnel Commission establishes the respective protocols regarding the Personnel Commission Agenda

Purpose

The purpose of the Personnel Commission Agenda is to appropriately notify the public of the items to be discussed and/or actions proposed to be taken by the Personnel Commission.

Brown Act

All Personnel Commission Agendas and items contained therein shall conform to the requirements of the Ralph M. Brown Act, (hereinafter referred to as the Brown Act), which governs open meetings for local government bodies (contained in section 54950 et seq. of the Government Code).

Agenda Format

The Personnel Commission Agenda format shall, whenever practical, model the City of Huntington Beach City Council Agenda format.

Agenda Content

The Personnel Commission Agenda shall contain, at a minimum, the following:

- Call to Order
- Pledge of Allegiance
- Public Comments
- Approval of Minutes
- Secretary's Report
- Comments From Commissioners
- Adjournment

Other items may be placed on the agenda, including, but not limited to:

- Reports
- Presentations
- Information
- Hearings
- Response to Council Requests – Personnel Administration and Investigations
- Grievance Appeals
- Determination of Hearing Procedures
- Selection of Hearing Officers and/or Arbitrators
- Impasse Review
- Public Hearings – Class Specifications and Reclassifications
- Unit Modification Public Hearing
- Appeal Hearings – EERR
- Other items as approved

Agenda Review and Approval

The Personnel Commission Secretary shall construct the DRAFT agenda and submit it to the City Manager, City Attorney and Commission Chair for review and comment, editing, and conformance with the Brown Act. The City Manager provides final agenda approval.

Agenda Posting

The Personnel Commission Secretary shall post the agenda in the appropriate location as required by the City of Huntington Beach. Copies shall be made available upon request. The agenda shall be posted timely in advance of the meeting in accordance with the Brown Act. Electronic posting of the agenda may occur in addition to, but not in lieu of, posting in the required appropriate physical location.

Meetings

Regular meetings of the City of Huntington Beach Personnel Commission shall be scheduled for the THIRD Wednesday of each month. Special meetings may be scheduled as required or requested by the City Manager (or his/her designee) or by vote of the majority of the Personnel Commission. Closed-Session meetings (as permitted by GC Sections 54957, 54956.9, and 54957.6) require review and approval of the City Attorney.

All meetings and meeting agendas must comply with the appropriate provisions of the Brown Act. Meetings will be held in the location specified on the posted agenda. Meetings shall be open to the public, unless otherwise specified on the posted agenda. Meeting notification shall be provided in the designated location for agenda posting. Additional dissemination of information and agenda posting may be provided via electronic medium, including, but not limited to e-mail and/or internet/web posting.

Quorum

A quorum (4 out of 7 Commissioners) is required for action to be taken regarding the items appearing on the agenda.

Custodian of Records

The Personnel Commission Secretary shall be the official custodian of record for the City of Huntington Beach Personnel Commission Agenda, minutes and all supplemental documents derived therefrom or attached thereto.

ITEM # 7

Goals for the Personnel Commission & Staff

1. Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
2. Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
3. Develop new classifications to meet changing needs of the City.
4. Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
5. Review Administrative Regulation 413: Constructive Action Plan (CAP) – Disciplining Alternative program.

ITEM # 9

Vacant Position List

& RECRUITMENT STATUS REPORT

as of March 7, 2011

DEPT	JOB TITLE	QTY	STATUS
ADMINISTRATION			
	None		
CITY ATTORNEY			
	None		
CITY CLERK			
	None		
CITY TREASURER			
	None		
COMMUNITY SERVICES			
	Administrative Analyst, Senior	1	On hold
	Director of Community Services	1	On hold
	Marine Safety Officer II	1	On hold
	Parking & Camping Leadworker	1	Freeze Waiver recd - Promo recruitment pending coordination
	Recreation Supervisor	1	Freeze Waiver recd - Pending classification review
ECONOMIC DEVELOPMENT			
	Development Specialist	1	On hold
FINANCE			
	Accounting Technician I	1	On hold
	Accounting Technician II	1	Freeze Waiver recd - External recruitment closes 3/17/11
	Administrative Analyst, Senior	1	Freeze Waiver recd - Job offer eff. 3/21/11
	Budget Analyst, Senior	1	On hold - Pending review of classification/position
FIRE			
	Deputy Fire Marshal	1	On hold
	Emergency Services Coordinator	0	On hold - Currently underfilled by Admin. Aide
	Fire Battalion Chief	1	On hold

Fire Captain	1	On hold
Fire Engineer	1	On hold
Firefighter	1	On hold
Firefighter Paramedic	2	Freeze Waiver recd for (1) - Name certified 1/13/11

HUMAN RESOURCES

None

INFORMATION SERVICES

None

LIBRARY

Literacy Program Specialist	1	Freeze Waiver recd - Job offer eff. 3/14/11
Senior Librarian	2	On hold
Theater/Media Technician	1	On hold

PLANNING & BUILDING

Administrative Secretary	1	On hold
Permit & Plan Check Manager	1	On hold
Plan Check Engineer	1	On hold

POLICE

Administrative Assistant	1	On hold
Communications Operator	3	On hold
Equip/Auto Maint Crewleader	1	On hold
Parking/Traffic Control Officer	1	Freeze Waiver recd - Pending position review
Police Captain	1	On hold
Police Lieutenant	2	On hold
Police Officer	22	Freeze Waiver recd - Eligible list established 1/13/11
Police Records Spec (Tech)	4	Freeze Waiver recd for (1) - Job offer eff. 3/8/11
Police Recruit	4	On hold
Police Services Specialist	2	Freeze Waiver recd for 2 - Promo recruitment closed 3/2/11

PUBLIC WORKS

Administrative Secretary	1	On hold
Equip/Auto Maint Crewleader	1	On hold
Facilities Maintenance Crewleader	2	On hold
Landscape Maint Leadworker	2	On hold
Landscape Maint Supervisor	1	On hold
Office Assistant II	1	On hold

Project Manager	1	Freeze Waiver recd to underfill - Names certified 1/13/11
Signs & Markings Crewleader	1	On hold
Traffic Maint. Service Worker	1	On hold
Tree Maintenance Crewleader	1	On hold
Wastewater Equip. Operator	1	On hold
Wastewater Operations Ldwrkr	1	On hold
Water Distrib. Maint. Crewleader	1	Freeze Waiver recd - Pending PC approval of spec. revision
Water Distrib. Meters Crewleader	1	On hold

TOTAL	81	
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